

## **The Cuyahoga County Board of Commissioners Announces The Following Career Opportunity**

**Director**  
**Cuyahoga County Justice System Reform**

**Salary based on qualifications**

**This rewarding career opportunity is a new position  
with the Board of Cuyahoga County Commissioners**

**JOB SUMMARY:** The Director of Cuyahoga County's Justice System Reform Project is charged with the responsibility for leading the planning and implementation of system-wide improvements in Cuyahoga County's criminal justice system and monitoring progress toward its achievement. This must be accomplished consistent with the *Final Report and Recommendations of the Justice Management Institute* and the direction of the Criminal Justice Supervisory Committee (Committee).

The Director reports directly to and serves at the pleasure of the Committee. The position is full time public employment and is in the unclassified civil service. He or she is authorized to bind the Committee in contractual, excluding employment, and other matters related to its operation.

The Director must provide vision and leadership while facilitating countywide collaboration among all justice system partners. He or she must inspire participation, cooperation and commitment from among a broad representation of elected leaders, public officials, and other justice system partners and related agencies at the county and local levels. The Director must pay careful attention to being an "honest broker" – building trust and buy-in by recognizing the sometimes disparate justice partner interests, ensuring power-sharing in the reform process, and educating partners regarding the shared and individual advantages of reform.

The Director must be a knowledge and information clearinghouse for and provide extremely organized coordination of the activities of the Committee, Sub-committees, work groups, and justice partners.

**RESPONSIBILITIES:** Provide information and guidance to the Committee and Sub-Committees on justice system best practices regarding planning, justice system policy creation, implementation, and ongoing support phases of the reform process. Coordinate subject matter and scheduling among the Sub-Committees and work groups to ensure non-duplication of efforts, necessary meetings are planned, and the delegation of assignments. Assist Sub-Committee Chairs and work group leaders in setting reasonable goals and expectations, empower Committees to meet their responsibilities, ensure follow through regarding the meeting of goals and task completion; ensure momentum of the overall project schedule - keep the project moving. Ensure the Committees develop system-wide performance measures supported by immediate access to complete agency information and reporting to ensure quality delivery of services. Provide long-term vision in criminal justice planning - anticipate and predict future trends and environments. Develop justice system processes and timeline standards to ensure coordination and consistency across all levels and facets of the criminal justice system. Provide information and direction regarding the best practices in information sharing and justice system integration in a secure environment and the use of available justice system technology innovations. Identify potential problems including personnel, strategic, and technological issues, then facilitate, motivate, and resolve conflict and overcome roadblocks. Prepare strategic plans and budgets for justice system integration projects, staffing to support initiatives, and plan procurement strategies with the committees.

Research and aggressively seek funding for justice system reform and enhancement. Prepare and implement a plan communicating Committee progress to county and city officials, all criminal justice partners, and the public. Assist in identifying the need for and then support process reforms through necessary legislative and rule changes. Assist and when applicable lead Sub-Committees in the development and implementation of technical and legal standards.

**REQUIREMENTS:** The candidate must have a bachelors degree. A graduate degree is preferred. A candidate must have a minimum of ten (10) years experience in criminal justice with a deep and broad understanding of all facets of criminal justice. The position demands excellent leadership skills in an environment of diverse agency interests. The candidate must possess a comprehensive knowledge of practices and principles of modern public administration, and substantive legal knowledge and government policy understanding. The candidate must have management experience and possess excellent management skills to establish and maintain cooperative and effective working relationships among diverse agencies. Candidate must possess a working knowledge of human resources, financial and budgetary skills, and an understanding of case management and information sharing technologies. He or she must possess excellent organizational skills to plan and coordinate multiple committee and other activities and excellent communication skills to present ideas effectively, both orally and in writing. A candidate must possess qualities of fairness and have the highest integrity. The ideal candidate must demonstrate initiative and autonomy. He or she must be willing to make a three (3) year commitment.

ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND CRIMINAL BACKGROUND CHECK PRIOR TO BEING HIRED. THIS POSITION IS SUBJECT TO CIVIL SERVICE LAWS UNDER SECTION 124 OF THE OHIO REVISED CODE.

**APPLICATION PROCEDURE:** Submit a cover letter, resume and salary requirements via email. The email attachments must be formatted in MS Word, PDF or Publisher. Email address: [JSR@cuyahogacounty.us](mailto:JSR@cuyahogacounty.us).